



Hereford Independent School District
601 N. 25 Mile Ave
Hereford, TX 79045
(806) 363-7600



Dear Applicant:

We appreciate your interest in a position with the Hereford Independent school District. The following is provided to help you in completing the application.

GENERAL INFORMATION

All information requested on the application form should be filled out completely and signed by the applicant. References must be listed as requested. Include full names, title, telephone numbers with area codes, and correct addresses with zip codes for all references.

If there is not an immediate vacancy for which you are qualified, your application will receive consideration as vacancies occur. This application becomes the property of the District. The District reserves the right to accept it or reject it. This application shall be considered for twelve months. You will need to reactivate your application after **twelve months** for continued consideration.

Submission of an application authorizes the school district to contact the references listed on the application for employment from any pertinent source and authorizes any law enforcement agency, including, but not limited to, any police department or the Department of Public Safety as well as the Texas Department of Corrections to furnish the school district any such record.

INFORMATION

Requirements for completion of file after election:

1. Application
2. W-4 Form
3. I-9 Citizenship Form
4. Drivers License/Social Security
5. Contract (if applicable)
6. Teacher Service Record (If applicable)
7. Complete Official Transcript(s), a copy of your High School Diploma or GED (which ever is applicable)
8. Valid Teacher's Certificate or Emergency Permit (if applicable)
9. Meet with Business Office (re: payroll, insurance, sick leave bank, direct deposit, and dental)

The Criminal History Record release form that is included with the application must be completely filled out and signed.

FOR PROFESSIONAL TEACHERS ONLY!

Reference forms are included in the application for employment. It is **your** responsibility to send them to 3 of the references listed on your application.

Applications must be returned to the Hereford Independent School District Personnel Office. Our office hours are between 8:00 a.m. and 4:30 p.m. Monday –Thursday and 8:00 a.m. and 4:00 p.m. on Friday.

EDUCATIONAL AND PROFESSIONAL TRAINING

Name and Location of Schools Attended	Dates of Attendance		Degreed Conferred	Date	Teaching Fields
	From	To			
High School:					N/A
College(s):					
Graduate School:					
Other:					

Teaching Experience

Name and Location of School District	Grades or Subject	Dates Taught	Reason for Leaving

Total Number of Years Taught: _____

Professional Certification

State of Issuance	Type of Certification	Date Issued	Expires	Level and/or Field	Endorsement
		/			
		/			
		/			
		/			

If you are certified to teach by the State of Texas, have you taken and passed the following examinations?
Please indicate below by checking all that apply.

TECAT: ()Yes ()No **EXCET:** ()Yes ()No
TEXES: ()Yes ()No **TOPT:** ()Yes ()No

I am registered with the college placement office at the following University/College: _____

Their address is: _____

Professional References

Please provide four (4) names of professional references that would have firsthand knowledge of your character, personality, and teaching ability. List at least one administrator for each of your teaching positions. Please include complete address information (i.e., street address and/or box number, city, state, and zip code). Your application **cannot** be processed by our office without complete reference information.

Full Name of Reference	Position	Street Address	City, State, Zip code	Telephone Number

GENERAL INFORMATION

1. Have you ever failed to be reelected or been discharged from a teaching position?

()Yes ()No

If yes, please explain. _____

2. Are you currently under contract with another school district? ()Yes ()No

If yes, when does your contract expire? _____

3. Have you ever been convicted of or plead guilty or no contest (nolo contendere) to, or received probation, suspension, or deferred adjudication for a felony or any offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, and indecency with a minor)? ()Yes ()No

If yes, please state when, where, and the nature of the offense _____

(A felony conviction is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)

4. Do you have a relative who serves on the HISD Board of Education?

()Yes ()No

If yes, please give the name of relative and relationship. _____

ADDITIONAL INFORMATION

This space may be used for any additional information you may wish to submit with this professional application to the Hereford Independent School District. _____

A copy of a valid teacher certificate and an official transcript should accompany this application or be forwarded as soon as possible. I hereby affirm that all information provided in this application is true and accurate to the best of my knowledge, and understand that any deliberate falsifications, misrepresentations, or omissions of fact may be grounds for rejection of my application or dismissal from subsequent employment.

I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all such parties from any liability for any damage that may result from furnishing same to you.

I understand that the Hereford Independent School District is authorized by Texas Education Code 22.083 to obtain criminal history record information on applicants the district intends to employ. The criminal history record release is attached to the application.

This application becomes the property of the Hereford Independent School District. The Hereford I.S.D. reserves the right to accept or reject it. This application shall be considered active for one (1) year from the application date. For your application to remain active after one (1) year, please call the Personnel Office with any updated information.

Applicant's Signature _____ Date _____

Please return this application to: Hereford Independent School District
601 N. 25 Mile Avenue
Hereford, Texas 79045
Attention: Personnel Department

Hereford Independent School District
 601 N. 25 Mile Avenue
 Hereford, Texas 79045

REFERENCE FORM - PROFESSIONAL APPLICANT

To: _____ Re: _____
 (Name of Reference) (Name of Applicant)

 (Subject/Grade Level Preferred)

 (Applicant's Signature)

In the interest of providing the best education for the children of the Hereford Independent School District, please give your frank and honest opinion of the applicant. Please check the categories which most appropriately describe the applicant.

5=Clearly Outstanding 4=Exceeds Expectations 3=Satisfactory 2=Below Expectations 1=Unsatisfactory

	5	4	3	2	1	(Unknown)
PERSONAL QUALITIES & CHARACTERISTICS						
Appearance	_____	_____	_____	_____	_____	_____
Attendance/Punctuality	_____	_____	_____	_____	_____	_____
Emotional Stability	_____	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____	_____
Professional Judgment	_____	_____	_____	_____	_____	_____
Response to Supervision	_____	_____	_____	_____	_____	_____
Enthusiasm/Commitment	_____	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____	_____
	5	4	3	2	1	(Unknown)
TEACHING/INSTRUCTIONAL QUALITIES						
Instructional Strategies	_____	_____	_____	_____	_____	_____
Classroom Management and Organization	_____	_____	_____	_____	_____	_____
Presentation of Subject Matter	_____	_____	_____	_____	_____	_____
Learning Environment	_____	_____	_____	_____	_____	_____
Professional Growth and Responsibilities	_____	_____	_____	_____	_____	_____
Effective Human Relations Skills						
-Peers	_____	_____	_____	_____	_____	_____
-Parents	_____	_____	_____	_____	_____	_____
-Students	_____	_____	_____	_____	_____	_____
Probable Success As A Teacher	_____	_____	_____	_____	_____	_____

How long have you known the applicant? _____ If you were in the position of hiring, would you hire/rehire this applicant? ___ Yes ___ No If no, please explain: _____

Information given above is based on (check items which apply):

- | | |
|--|---|
| <input type="checkbox"/> Applicant's principal | <input type="checkbox"/> Student teacher under my supervision |
| <input type="checkbox"/> Applicant's assistant principal | <input type="checkbox"/> Student in my class |
| <input type="checkbox"/> Worked under my supervision | <input type="checkbox"/> Personal acquaintance with the applicant |
| <input type="checkbox"/> Co-worker | <input type="checkbox"/> Other |

Signature _____ Position _____ Telephone # _____

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Attendance/Punctuality	_____	_____	_____	_____	_____	_____
Emotional Stability	_____	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____	_____
Professional Judgment	_____	_____	_____	_____	_____	_____
Response to Supervision	_____	_____	_____	_____	_____	_____
Enthusiasm/Commitment	_____	_____	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____	_____	_____
TEACHING/INSTRUCTIONAL QUALITIES						
Instructional Strategies	_____	_____	_____	_____	_____	_____
Classroom Management and Organization	_____	_____	_____	_____	_____	_____
Presentation of Subject Matter	_____	_____	_____	_____	_____	_____
Learning Environment	_____	_____	_____	_____	_____	_____
Professional Growth and Responsibilities	_____	_____	_____	_____	_____	_____
Effective Human Relations Skills						
-Peers	_____	_____	_____	_____	_____	_____
-Parents	_____	_____	_____	_____	_____	_____
-Students	_____	_____	_____	_____	_____	_____
Probable Success As A Teacher	_____	_____	_____	_____	_____	_____

How long have you known the applicant? _____ If you were in the position of hiring, would you hire/rehire this applicant? ___ Yes ___ No If no, please explain: _____

Information given above is based on (check items which apply):

- | | |
|-------------------------------------|--|
| ___ Applicant's principal | ___ Student teacher under my supervision |
| ___ Applicant's assistant principal | ___ Student in my class |
| ___ Worked under my supervision | ___ Personal acquaintance with the applicant |
| ___ Co-worker | ___ Other |

Signature _____ Position _____ Telephone # _____

